

**TOWN OF VIENNA, VIRGINIA  
APPLICATION FOR DRIVEWAY PERMIT**

DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL ADDRESS (for "Contact Person"): \_\_\_\_\_

IS A CURB CUT REQUIRED?   NO        YES        IF "YES", THE CONTRACTOR MUST CONTACT THE  
TOWN'S DEPARTMENT OF PUBLIC WORKS TO OBTAIN INFORMATION PERTAINING TO STANDARDS OF  
CONSTRUCTION AND INSPECTION REQUIREMENTS.

**I hereby certify that all driveways and parking areas constructed will be within the boundaries of the applicant's property and built in compliance with Sections 18-134, 18-144, and 18-145 of the Vienna Town Code (see reverse side of this form for more information). This includes, but is not limited to, the construction of all driveways and parking areas with permanent materials such as asphalt, concrete or grid pavers. It is understood that gravel driveways and parking areas are not permitted.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Legal Description: \_\_\_\_\_ If Platted: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Approved by:

Director of Planning and Zoning: \_\_\_\_\_ Date \_\_\_\_\_

Director of Public Works \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 18-134, 18-144 AND 18-145: PARKING REGULATIONS

' 18-134 Improvements Applicable to Parking Areas and Loading Spaces: All private or public parking areas and loading spaces constructed after the effective date of this Section shall be developed as follows:

- A. All parking areas in the single-family residential zoning districts shall be constructed of permanent materials, with an asphalt, concrete, or grid paver surface<sup>1</sup>, meeting the specifications of the Town. Ingress and egress to a public street shall be provided by means of a driveway meeting these same specifications and maintaining a width of not less than twelve (12) nor more than twenty-five (25) feet at the street right-of-way line.
- B. All parking areas in the townhouse, two-family, multiple-family residential, commercial and industrial zoning districts shall be constructed of permanent materials, with an asphalt or concrete surface, meeting the specifications of the Town. Ingress and egress to a public street shall be provided by means of entrances and exits meeting these same specifications and maintaining a width of not less than twenty-five (25) feet nor more than thirty-five (35) feet at the street right-of-way line. All parking areas shall also be provided with bumper guards as deemed necessary by the Director of Public Works in order to protect a building from vehicular bumpers, or a public sidewalk from overhanging bumpers, to prevent vehicles from rolling down embankments or onto adjacent property, or to provide protection against other hazards peculiar to the topography or the site development of a particular parcel of ground. Curb stops may be substituted for bumper guards where their use is considered adequate by the Director of Public Works.

' 18-144 Private Parking Area: Where To Be Located. A private parking area may occupy any part of a required rear yard. In residential zones, it shall be not less than one (1) foot from any side or rear lot Line.

' 18-145 Private Parking Area on Corner Lot. No private parking area on a corner lot shall be constructed beyond the building line of any adjoining lot, nor be located nearer than five (5) feet to the side line of such adjoining lot.

The Town of Vienna does not discriminate on the basis of disability in the administration or access to, or treatment or employment in, its programs or activities. The Director of Human Resources, 127 Center Street, South, Vienna, VA 22180, has been designated to coordinate compliance with non-discrimination requirements. This document will be made available in large print or on audio cassette upon request. Call (703) 255-6300 (voice) or TTY 711.

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<sup>1</sup> The use of grid pavers was inserted into the Town Code to assist in stormwater runoff issues and to also provide an aesthetic alternative to the use of concrete and asphalt paving. Gravel surfaces were no longer permitted after the effective date of this Code change. The Zoning Administrator has determined that a maximum open aperture of sixty (60%) percent will be permitted for all grid paver driveway/parking surfaces. If grid pavers are used, manufacturer's specifications and installation information for the pavers they plan to use must be included along with this application. Effective November 12, 2007, and at the direction of the Mayor and Town Council, lot coverage "credits" will no longer be allowed for these types of driveway surfaces, nor will driveway "strips or tracks" be permitted.